

City of Maricopa
2015 Special Census – Employment
Frequently Asked Questions

Q1. How long will it take to conduct the Special Census in Maricopa?

A1. The Special Census is anticipated to run from October 1 to the end of November 2015; however, if the enumerators are not able to gather the necessary data from each household; the Special Census could extend beyond November.

Q2. How do I obtain more information about working for the Census Bureau?

A2. If you are interested in working for the Census Bureau, there are numerous employment opportunities. Please visit the City's website at: Maricopa-az.gov

(Click on Jobs Listing, then Census Job Openings to provide your contact information.)

You may also visit Maricopa City Hall, at 39700 West Civic Center Plaza to pick up an application, Monday – Thursday, between 7:00 a.m. and 6:00 p.m.

Q3. How many positions will the Census Bureau hire and what is the pay rate?

A3. Listed below are the positions available, the number of employees needed in each position and the hourly rate. Please note that the Census Bureau will select individuals for the various positions based on prior work experience and performance on the written test.

Census Position	# of employees needed	Hourly Rate
Census Clerk	10	\$9.75
Census Field Operations Supv	2	\$16.00
Census Crew Leader	16	\$14.50
Census Enumerator	125	\$13.00
Census Office Operations Supv	1	\$16.00

Q4. Outside of the hourly wage, are we reimbursed for travel expenses?

A4. Yes, you may be eligible for mileage reimbursement depending on your position with the Census Bureau. Before you begin working, you will attend a training session. You will be paid for actual hours of work, including time spent in training. You will get specific information about pay from the census supervisor.

Q5. Is there a pay differential offered for bi-lingual employees?

A5. The Census Bureau does not pay a differential for bi-lingual employees.

Q6. Who determines the rate of pay, and is the rate of pay negotiable?

A6. The Census Bureau establishes the rates of pay based on comparable rates in the marketplace. The wage rates are not negotiable.

Q7. What are the eligibility requirements established by the U.S. Census Bureau to be considered for employment?

A7. A number of factors could affect whether an applicant will be offered a job with the Special Census, including eligibility and availability. Eligibility requirements include a hiring preference for U.S. citizens and the following:

- Meet the minimum age requirement of 18**
- Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- Have a valid driver's license and a vehicle available for use;
- Should have the ability to pass a 30-minute general knowledge pre-employment test;
- Should have the ability to hear responses and read questionnaires;
- Should be able to work several hours a day, which often includes a lot of walking and climbing stairs.

*** Clerical positions that do not require driving may be filled by applicants who are 16 and 17.*

Availability requirements include:

- ✓ Available to work days, evenings, and weekends as needed: this will usually be no later than 9:00 p.m.
- ✓ Available to attend a three-day training session.
- ✓ Available to work the entirety of the project Special Census duration.

Q8. I believe I meet the eligibility requirements of the U.S. Census Bureau, what are my next steps?

A8. You must register to take the pre-employment test. Register by taking the following steps:

- a.** Visit the City of Maricopa website, and click on the following... **OR** pick up a U.S. Census Job Application and drop off your Contact information at Maricopa City Hall, 39700 West Civic Center Plaza, Monday –Thursday, between 7:00 a.m. and 6:00 p.m.
- b.** The U.S. Census Employment application is available on the City of Maricopa website, or on the U.S. Census website under *Special Census Employment*.
- c.** You will need to print out and bring a paper copy of the completed U.S. Census Employment application to the test site, once you have been notified of the test location, date, and time. ***You will be notified regarding the testing via e-mail and/or phone one week prior to the testing session.***
- d.** Remember to bring ID to the testing session. Your Special Census Application lists the acceptable forms of identification that will be needed. Provide one document from List A, or one document from both Lists B and C to meet the Form I-9 requirements.
- e.** Testing for clerical positions start in July and for all other positions in August. Training will take place in September. Enumerators will begin going door-to-door on October 1, 2015.

Q9. Do you have a timeline of when the jobs will start and when they will end?

A9. The Training for Census Bureau positions will begin in September. Testing will take place between August 12 and August 29, 2015. Enumerators will begin going door-to-door on October 1, 2015.

Q10. How are Census Bureau staff members paid? How will I know the hours of work?

A10. All the Census Bureau positions that are listed on the website will be paid through a vendor that has been retained to process payroll. More information will be provided to you if you are selected by the Census Bureau for employment.

Q11. I am a City of Maricopa employee, can I work for the Special Census?

A11. Full time exempt City employees may apply for Special Census positions provided the days and hours of work do not conflict with their regular shifts and responsibilities. Full time hourly employees cannot apply for Special Census positions due to FLSA overtime regulations.

Because of the potential for additional costs due to federal and state regulations, part time employees may not apply for Census Bureau positions.

Q12. Who do I contact if I have questions about the application or recruitment process?

A12. Please contact our Census Employment Job Line at (520) 316 – 6827 if you have any questions which are not answered for you on the City's website.

Q13. Do I need to submit my completed Census Job Application to the City of Maricopa?

A13. No – hang on to your application and bring it with you to the written test.